



PARENT/STUDENT HANDBOOK

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WELCOME LETTER

Dear Parents and Students,

I feel honored to be your Principal at St. James School. Please know that I will continue to dedicate myself to our families and the teaching staff to reflect a learning community that exemplifies the values and spirit of a Catholic education. For us to excel, a close connection between home and school is critical. Therefore here at St. James, parents are seen as our partners in the education of the students. I would ask all of our parents to join me in the realization of a common goal to ensure the well-being and academic growth of each child.

We strive to graduate 21st century learners who are equipped to take on the challenges that lay ahead of our students in the world. While at St. James, our team works collaboratively to care for your children in a wholesome and protected school environment. Respect for self and care for others guide our actions. Together, we can offer the children an excellent education within a framework of responsibility and spirituality. To ensure a common level of understanding, I ask each family to take the time to review and discuss the information contained within the Parent/Student Handbook. While an evolving document, it provides a reliable framework from which we can all move forward.

As principal, I have an open door policy. I will always try my best to be available to any parent or student who has an idea or a concern to share. Don't hesitate to reach out.

May God Bless You.

Respectfully,

Jack E. Lynch
Principal

A handwritten signature in black ink, appearing to read "Jack E. Lynch", is written over the typed name and title. The signature is fluid and cursive.

St. James School

St. James School on the grounds of St. James Church in Stratford is a pre-kindergarten through 8th grade Catholic Elementary School under the Diocese of Bridgeport Catholic Schools.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. James, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Connecticut guideline, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program which makes use of many sources of reading material, a wide variety of technological tools and a multi-text approach to the content areas.

History

St. James School was founded in 1945 by St. James Pastor John H. Anderson, in response to the deep desire of St. James' devoted parishioners to create a school in which their children could be filled with the light of the Catholic faith, while receiving a quality academic education. In its inaugural year, two kindergarten classes were created and housed in the Philips House on Main Street. Each subsequent year saw the addition of a new grade, until the school reached K-8 status in the fall of 1953. The present school building was opened in September of 1949 and consisted of ten classrooms, as well as a cafeteria and rooms in the lower level. Due to growing enrollment, additions were made at both ends of the building in 1955, resulting in the current structure.

Until 1984, St. James School was staffed by the Sisters of St. Joseph of Chambery. Since then, six lay principals and a lay faculty have served the school.

Since its inception, St. James School has been supported both spiritually and financially by the pastors and parishioners of St. James Parish. Our current pastor, Reverend Arthur Mollenhauer, has continued this commitment throughout his thirty

years at St. James. We currently welcome children of all faiths from many neighboring communities.

St. James remained a parish elementary school until 1991, when Bishop Edward Egan re-organized the elementary schools into regions, under the governance of all the pastors of parishes within each region. This governing structure continued until July 1, 2006, when, at the direction of our past bishop, Most Reverend William E. Lori, each elementary school became an independent school part of the Bridgeport Diocesan Schools Corp. responsible for its own financial solvency and governed by the school principal, a lay advisory board, and the parish pastor. St. James School functions according to the policies, curriculum, and directives of the Office for Education, Diocese of Bridgeport, under the current leadership of The Most Reverend Frank Caggiano.

St. James is presently staffed by a lay principal, 19 classroom teachers, a learning resource teacher, two reading specialists, part-time music, Spanish, art, and physical education teachers, two preschool aides, a campus ministry coordinator, a business manager, a marketing/advancement director, one administrative assistant, and a custodian. The school also runs an After School Program, as well as a summer camp. The Town of Stratford provides the school with a full-time nurse, a social worker, a school psychologist, and tutor. St. James School is also fortunate to have the services of many adult volunteers, who supplement our academic and spiritual programs.

Today, St. James School reflects the best that Catholic education offers: a challenging academic program which prepares our students for success in their future education, and a vibrant spiritual education, giving our children a deep love of the Lord and a desire to be His disciples in this world. The entire St. James School community is dedicated to nurturing the minds and spirits of all the children in our care and to living out the Gospel message in the modern world. St. James School, throughout its 72-year history, has contributed much to the greater Stratford community and beyond by developing young people of faith, whose integrity, hard work, and sense of service have made a positive difference in the lives of those they touch.

Mission Statement of St. James School

The mission of Saint James School, rooted in Jesus Christ, is to nurture the whole child by providing a quality academic education while living the Gospel message.

Philosophy

St. James School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Bridgeport.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service to others so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or gender. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Accreditation

St. James School is accredited by the New England Association of Schools and Colleges.

The Role of the Parent in Education

We, at St. James School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

Therefore, it is your right and your duty to become the primary role models for the development of your child's life -- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. James School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at St. James School, we trust you will be loyal to this commitment.

Together, let us forge a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Admission Information

Nondiscrimination Policy

St. James School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. James School:

1. Siblings of those students attending St. James School
2. Members of other parishes in the Diocese of Bridgeport
3. Members of other parishes in other dioceses
4. Non-Catholic students

Requirements for enrollment at St. James School include:

- Health Records
- Birth Certificate (original)
- Report Cards
- Standardized Test Results
- Record of IEPs and 504s
- Shadow Day
- Principal Interview (Second through Eighth Grade)

Students will be conditionally accepted into Kindergarten and Grade 1 with full acceptance contingent on displayed readiness on the Kindergarten/ Grade 1 entrance screening.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed with the St. James Principal to determine whether the program will meet the educational needs of the students.

All new students in grades two (2) through eight (8) undergo a 90 day probation in areas of academics and discipline. If during this probationary period there are any concerns, parents will be notified and a meeting with the Principal will be scheduled to discuss eligibility to remain at St. James School.

Delinquent Accounts

All accounts must be current in order to receive any grades, including report cards, progress reports, and final averages. Student exams may not be scored, no grades or transcripts released, and students may not take part in graduation unless tuition is paid in full.

Insufficient Funds

All returned checks must be re-paid in total plus an insufficient check fee of \$20.00 per check. Re-payment of insufficient funds must be made in cash or with a money order or certified bank check.

Early Withdrawal

Tuition paid may be refunded on a pro-rated basis if you withdraw your child or your child is required to transfer prior to the end of the year. Tuition is refunded based on the month of withdrawal – the tuition is refundable as of the first of the next month following. In addition, all enrollment and registration deposits are forfeited. Money earned through the St. James certificate program can only be used as a credit toward tuition. It cannot be refunded or transferred if you withdraw from the school.

After School Fees

After School Program fees can be paid through FACTS or directly to the school by giving it to the program director. These fees are subject to the terms and conditions of the St. James tuition policy. In addition, late pick-up fines in the amount of \$15 per each 5 minutes are charged if your child is not picked-up by 5:30 p.m.

PLEASE ADDRESS ALL TUITION QUESTIONS TO:

St. James Bookkeeper: Jessica Navarro, jessical.navarro@sjsst.org ,
(203)380-1990

Parent Association

St. James School Parent Association meets periodically throughout the year. This organization works to support and enhance the educational ministry of the school. Parent education, fundraising and building community are goals of this organization. (All parents are members of the Parent Association.)

General Information:

Daily Schedule

7:30-8:00 AM	PK students report directly to the classroom and are signed in by the parent.
7:30 AM	Teachers are in the gym with their class and the doors are open to receive students.
7:45 AM	Grades K-8 – Morning Prayer in the gym.
7:55 AM	Quiet preparations are expected for classes at this time. Students arriving after this time are marked tardy and need a note from the office to enter their homeroom. If the child is tardy, the parent must walk him/her to the office before the child proceeds to the classroom.
11:30 AM	Morning Preschool Program dismisses
11:40 AM – 1:15 PM	Lunch shifts take place.
1:55 PM	First Bell – 5 minute warning to dismissal
2:00 PM	Second floor is dismissed
2:05 PM	First floor and pre-school are dismissed
2:15 PM	Students without rides will be escorted to the office

- All students in grades kindergarten through eighth grade are expected to be present for Morning Prayer at 7:45 am.
- Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time.
- Students not picked up by 2:15 p.m. will be sent to the office. The office staff will call the parent.

Dismissal Procedure

No child will remain unsupervised in a classroom at dismissal time. All students are dismissed from the gym. **Parents may not be on the classroom floors during dismissal time.** Please be aware of the following procedures:

- All students are led in bus lines out to the buses with 8th grade line leaders and staff supervision at 2:00 p.m.
- Parking is NOT permitted from 1:30-2:30 p.m. along Broad Street. Anyone parking along that area at these times will be subject to ticketing & towing.
- Kindergarten through Eighth Grade After School Program students are dismissed to the director in the gym.
- Children who travel by car will be in the gym, supervised until the buses leave, at which time, they must be met by an approved adult in the gym and escorted to the parking lot/car. At 2:15 p.m. any student whose ride has not come, will be escorted to the office by a teacher to wait for a ride.
- Accompany your children to the parked cars so that there is no danger of their being accidentally hit by departing vehicles. In the past we have had serious problems with drivers hastily exiting the parking lot or the Monument Place drop-off area.
- Please always heed the blinking lights of school buses.
- Walkers will be led out of the building with a staff member to the corner of Main St. and Broad St. where they will be released.

School Office Hours

The school office is open on all school days from 7:30 a.m. – 3:30 p.m.

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office and sign in. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a badge that may be picked up in the office. Virtus training and a background check is a requirement for every adult working or volunteering with the children during the school day or during an extracurricular activity.

Parents that are requesting to visit with a teacher must schedule this visit through the building principal.

Attendance

Absence

A student's absence from school interferes with his/her academic progress. Excessive absences will result in a meeting with the principal, at which time, a discussion of possible retention will be considered.

When a student is absent from school, a parent should call the office by 9:00 A.M. each day of the absence. If the office does not receive a call, a parent will be contacted. The call will be made from the St. James office or nurse's office. This policy is for the protection of the students.

A written statement giving reasons for the absence or tardiness **must** be brought to the main office upon the student's return. Should absence for any reason other than illness occur, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for holiday breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility to complete and return to the appropriate teacher.

Tardiness

At 7:50 a.m. the general entrance gym doors will be closed. Students arriving after 7:50 a.m. are required to enter via the office door and with a parent or responsible adult and report to the school office and be signed-in. They may not, for the safety of the student, be admitted to the classrooms without a tardy slip.

Early Dismissal

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the school office. Students, who are away from school for an appointment for more than 4 hours, will be marked absent for a full day.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a parent. Students, who choose to return to school after dismissal without a parent, face possible disciplinary action.

Attendance at School Functions

In order to attend a school function of any kind, St. James students, regardless of age, must be supervised by an adult. This policy also extends to students who are volunteering at school events. There must be a responsible adult to whom that student reports. Furthermore, this policy extends to social events such as the Pig Roast, Christmas Fair, and basketball games during our tournament or league games.

If a child is absent from school the day of a school event, they will not be able to attend the after school event.

Homework Policy Due to Illness

It is the general recommendation of the school administration that when a student is absent, a parent may request the homework when calling the office to report the child's absence. The call to school should be made before 9:00 a.m. and no later than noon to request homework. Homework assignments may be picked up at the school office between 2:00 p.m. – 3:30 p.m. For short absences, students may wait to receive missed assignments from their teacher when they return to school.

Students who are absent due to illness have one day for each day of absences to make up the missed assignments. For example, a student who was absent three days would be given three school days to complete the missed work.

Academic Information

Curriculum

The Diocesan curriculum guidelines, are followed for the teaching of all subject areas. Curriculum Maps are available in the school office or through the Diocese of Bridgeport Website at <http://www.dioceseofbridgeportcatholicschools.com/curriculum-mapping/>.

Grading Scale

A = 94 – 100

Skills

Kindergarten

A - = 90 – 93

B+ = 87 – 89

B = 84 – 86

B- = 80 – 83

C = 77 – 79

C = 74 – 76

C- = 70 – 73

D = 66 -69

F = 65 or below

1= Excellent

2 = Good

**3 = Improvement
Needed**

4 = Unsatisfactory

M = Meeting Success

P = Progress Shown

I = Improvement Needed

N = Note Yet Expected

Special Courses

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Guidelines for Honors Program (Grades 5-8)

Honors are calculated based on a student's Grade Point Average (GPA) for the specific marking period. GPA's are based on all major academic subjects plus Foreign Language. Special subjects are not calculated into student averages (Music, Art, and Physical Education.)

High Honors: 3.6 – 4.0 GPA

Honors: 3.2 – 3.59 GPA

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

Parent/Teacher/Student Conferences

Two (2) Parent-Teacher-Student Conferences are held each year. Student attendance with parents is mandatory in grades 5-8. School is in session for ½ day during scheduled conference days.

Conference schedules are prepared and issued by the home room teacher well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

Student Records

St. James School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the St. James school office for distribution. Completed forms will be sent via U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing and Assessments

The following are given to students:

- Kindergarten Assessment: Administered to Pre-K4 children in early spring.
- Iowa Test of Basic Skills: Administered to students in grades 2, 4, 6 and 7.
- CoGat (Cognitive Abilities Test): Administered to students in grades 1, 3 and 5.
- Developmental Reading Assessments (DRA): Administered from kindergarten to grade 3.
- NCEA Youth Religious Education (ACRE): Given to students in grades 5 and 8.
- Classroom tests: Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.
- Renaissance Learning/STAR (grades 6-7-8): Assessment for Middle School Math and ELA.
- Fairfield University and S.C.S.U. provide professional development and grant opportunities to develop student literacy goals in grades K – 8. This is ongoing and is coupled with portfolio assessments.
- Formative assessments in literacy and numeracy are used for personalized instructional planning to maximize individual student growth. (K – 8)
- Adaptive assessments to give accurate insight into student’s mastery level. To help teachers set individual student goals and provide a path for improvement. (K – 8)
- Provide growth data for each student by class.

Awards

St. James Award for Student of the Month.

The student of the month is selected for each grade level from kindergarten through grade 8. One award is given out for each grade level. The criteria is:

- Spirit of reverence
- Academic effort
- Appropriate conduct
- Academic achievement
- Respect for others
- Integrity
- Evidence of service (willingness to help)
- Exhibits leadership
- Participates in Morning Prayer
- Solid attendance and arrival record

Promotion Policy and Retention Policy

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically and/or emotionally for the next grade. Diocesan policy clearly states that students may not be promoted to the next grade with a failing average in an academic area. Successful completion of summer school may be necessary for promotion in all academic subject areas.

Teacher/Homeroom Assignments

A student's current teacher makes recommendations for placement to the next grade. The process for assigning students to the next year's teacher/homeroom is involved with thought and care given to each placement.

Parents may, before June 1st, of any given year, make a written request for a specific teacher or student pairing. Your child's current teacher will take these requests into consideration in the process; however, there are no guarantees that your request will be honored. Placements are final and at the approval of the principal. No parent may ask in advance of the stated "Summer Packet" distribution date who his/her child has been

assigned. Parents must be current in all financial obligations to receive the summer packet, including the homeroom assignment.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

Homework

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Homework also provides important feedback to teachers regarding a student's grasp of learning concepts.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday. **Tests or quizzes may be given on Monday. Projects may be due on Monday.**

Library

The school utilizes the Stratford Public Library, which is located across the street. There is consistent and regular collaboration with the professional library staff. Students utilize their cards to obtain library materials and participate in ongoing library youth programs.

Field Trips

All field trips must be reviewed by the principal before final approval is given.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A field trip permission slip is located at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may print the form provided. Call the school for information needed to complete the form.
- Parents may refuse to permit their child from participating in a field trip by stating so on the form.
- All monies collected for the field trip are **non-refundable**.
- Students participating in a school sponsored field trip **MUST** ride to and from the destination on the school arranged transportation.
- All parent chaperones must be background checked and VIRTUS trained prior to participating in a field trip experience.

Lunch Program

Saint James School offers a hot lunch program daily. Meals are prepared through the services of outside vendors. Families will be provided with a monthly menu. Teachers will have a master list of all the student lunches for the month and hand out a lunch ticket to those who appear on the list for the day.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or candy.

It is very important for children to have a daily lunch please make sure you have purchased a hot lunch or send your child to school with a bagged lunch.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Uniforms and Dress Code

This *policy was revised 7/17*. [Click here](#) for the complete revised uniform policy and guidelines.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT
TO THE DISCRETION OF THE PRINCIPAL**

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Celebrations and Parties

Three (3) class parties are permitted during the year at the discretion of the homeroom teacher. Some suggestions for celebrations are: Christmas, Valentine's Day, and Cinco de Mayo. Room parents may assist the classroom teacher with these parties.

In keeping with the diocesan policies regarding food in school, celebrations *with food-related treats will be limited to three per year*. Those times will be determined by the teacher and the room parents. A permission sheet will be sent home two weeks prior to the event detailing the food that will be served with the ingredients listed. That sheet needs to be signed and returned for your child to participate.

Birthday Observances

The celebration of student birthdays in the classroom is at the discretion of the teacher. In keeping with the diocesan policies regarding food in school, celebration food treats are **not permitted** due to the rising number of allergies as well as obvious health concerns such as the epidemic of childhood obesity. We encourage parents who want to provide a special treat at school, to be creative with alternative non-food treats.

Personal invitations for student birthday parties may NOT to be sent home through school UNLESS every student in the grade is included.

The Essential 15

St. James School teachers and staff strive to create a school community that is committed to a Christian and respectful environment. Appended to the handbook are 15 practices that we discuss with students and implement throughout the school year in order to create an

atmosphere of learning where children can grow into not only successful students, but also individuals that respect themselves, every human being, and their environment. These are social graces that will endure a lifetime.

Student Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of St. James School. These policies are designed to foster mature development and personal responsibility. St. James School requires courtesy in all personal relationships, promptness in fulfilling obligations and concern for the environment.

The principal reserves the right to determine the appropriateness of an action if any doubt arises. The principal also can determine punishment that is appropriate for behavioral issues/actions.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, laser lights, CDs, iPods or other mp3 players, earbuds or headsets, or anything that will detract from a learning situation are not allowed during the hours of 7:30 to 2:15. Excessive amounts of key chains and toys may not be attached to student backpacks.

Cell phones may be brought for after school use only. Cell phones **may not** be used during the school day. **Cell phones must be powered off during the school day.** Cell phone video is prohibited AT ALL TIMES in school. Cell phones will be confiscated from students if found in use during the day. The cell phones will be sent directly to the principal, requiring a parent to come to school to retrieve the cell phone.

All electronic devices brought to school are the responsibility of the owner. The school takes no responsibility for lost cell phones, e-books and other such devices.

The school principal, in accordance with diocesan rules and state laws, will determine the appropriate disciplinary measures to be taken regarding inappropriate and disruptive use of electronic devices.

Off-Campus Conduct

The principal of St. James School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a wide array of disciplinary measures, up to, and including, suspension and possible expulsion.

Detention

Students in fourth grade and higher who are found to be repeatedly violating school policies may be assigned an after school detention. Parents will be notified in advance. Students may be given written work or community service to perform during the detention period.

Suspension

Students who are assigned an in-school suspension will be required to report to the school office. Classwork, homework, quizzes and tests will be delivered to the student for completion.

Students who are given an out-of-school suspension will not be allowed on campus, or to attend any extra-curricular events until the student returns to school. Although the student will be responsible for all work missed during his/her absence, all grades will be recorded as zeros during the suspension time.

All suspensions will require a parent conference where the findings of a full investigation will be presented.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. James School. Students who have been expelled will not be allowed to return to the school. A full report will be sent to the Superintendent of Schools.

Sports Policy

St. James School sports program will adhere to the policy rules and regulations of the Diocese of Bridgeport Catholic School System.

Interscholastic Activities and Other Activities

It should be clearly understood that all participants, as students in Catholic elementary schools, are expected to meet their obligations in the following areas: academics, attendance, personal behavior, conduct, appearance and all school policies and regulations. All matters pertaining to athletic activities are considered to be the responsibility of the principal and, as such, will be subject to review and acceptance of the school principal. His/her decision will be in concert with Diocesan policy.

All students taking part in athletic activities are required to have a yearly physical, a copy of which must be on file in the school office.

Basketball Teams Eligibility Rule

Members of all Catholic elementary school teams:

- Must be a full time student in a Catholic school
- Must not have completed the eighth grade
- Must be under 15 years old before December 31st of the school year
- Cannot play for a parish team while a member of the school team. Also, cannot play for an independent team while a member of the school team when the independent team is participating in the same league as the school team.

St. James Sports Policy for Basketball

A meeting, conducted by the coach, and attended by the parents, players and athletic director WILL take place prior to the first tryout. This meeting should outline the coaches' philosophy, upcoming season's expectations and provide the necessary forms for parents to complete. Absence from this meeting does not excuse students and/or parents from adherence to the school's policies set forth in this document.

1) Conduct

The SJS principal will meet with the athletic director, coaches and players at the start of the basketball season to ensure exemplary behavior is the standard at all times.

- a. Coaches, parents, and athletes' conduct will reflect the Mission of St. James School at all times.
- b. Students are ineligible to participate in practice or a game if they are absent from school that day.
 - i. Exception. If a student is absent to attend a funeral he/she may participate in a scheduled practice or game that day.
 - ii. Exception. If a student was in an approved academic setting, i.e., shadowing at a high school, he/she may participate in a scheduled practice or game that day.
 - iii. Exception. If a student is medically tardy or leaves early for a Medical appointment, and was present for part of the day, he/she may participate in a scheduled practice or game that day, contingent upon the outcome of the appointment.
- c. Students that are habitually tardy (5 or more in a one-month period) will be declared ineligible for one game.
- d. If a player is ejected from a game, he/she will not be permitted to participate in the next game.
- e. If a student is suspended from school, for any reason, he/she may be dismissed from the team for a period of time depending on the severity of suspension.
- f. Student participation in the St. James sports program is a privilege, therefore misconduct during the offseason and/or off-campus may prevent a student from being selected. Students should be especially wary of their participation in social media.
- g. Concerns over playing time or any team disputes that may arise after games or practices must be given a 24 hour "cooling off" period before contacting the coach. Under no circumstances are parents to approach players directly with a problem or concern.

2) Academic requirements

- a. Any student receiving a 'D' or below in any subject (including specials) on a progress report or report card will be declared ineligible to participate in games for a two-week period. A player is required to attend all scheduled games as observer during the academic probation period. As always, the principal has the discretion to intervene at any time.

- b. If a student receives a ‘D’ on two consecutive report cards he/she will be dismissed from the team.

3) **Playing Time**

- a. Playing time is ultimately determined at the discretion of the coach(es). All concerns must be addressed with them first. If a solution can not be reached, the matter will be brought to the attention of the athletic director and then to the principal.

b. **Junior Varsity Basketball Teams**

- i. All eligible players must play in every game.
 - 1. Exceptions are at the discretion of the St. James School principal.
 - a. Tournament Championship game
 - b. Diocesan CYO tournament
 - c. New England CYO tournament
- ii. When the lead reaches 10 points, two starters must be removed from the game.
- iii. When the lead reaches 20 points, all starters must be removed from the game.
- iv. Only two practices may be conducted per week and must conclude no later than 8:30 p.m.

c. **Varsity Basketball Teams**

- i. All eligible players must play in every game.
 - 1. Exceptions are at the discretion of the St. James School principal.
 - a. Tournament Championship game
 - b. Diocesan CYO tournament
 - c. New England CYO tournament
- ii. When the lead reaches 10 points, two starters must be removed from the game.
- iii. When the lead reaches 20 points, all starters must be removed from the game.
- iv. Only two practices may be conducted per week and must conclude no later than 9:00 p.m.

- 4) Students may try-out for the team but may not participate in any practices or games until they have turned in their sports physical and fulfilled their financial obligations. This fee will be added to your FACTS account as soon as your child makes the team.

- a. Basketball Financial Obligation

- i. A fee is charged for every player which covers the cost of:
 1. Insurance
 2. League fee
 3. Uniform
 4. Tournament fees

- 5) All parents of basketball players and cheerleaders must volunteer for at least six hours at the St. James Basketball Tournament. Failure to volunteer will result in possible disciplinary action.

PARENT-STUDENT AGREEMENT

We hereby agree to abide by all the rules and regulations above, which have been established for diocesan sports teams. We also agree to follow the St. James policy for sports participation and academic eligibility, as detailed herein.

ALL MUST SIGN BELOW:

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN #1 SIGNATURE

DATE

PARENT/GUARDIAN #2 SIGNATURE

DATE

***Please note that after the DUE DATE, a player may not participate in games or practices without a fully signed contract and all other required fees and forms.*

It should be clearly understood that all participants, as students in Catholic elementary schools, are expected to meet their obligations in the following areas: academics, attendance, personal behavior, conduct, appearance and all school policies and regulations.

All matters pertaining to athletic activities are considered to be the responsibility of the principal and, as such, will be subject to review and acceptance of the school principal. His/her decision will be in agreement with diocesan policy.

All students taking part in athletic activities are required to have a yearly physical, a copy of which must be on file in the school office.

School Safety/Harassment or Bullying

DIOCESE OF BRIDGEPORT BULLYING POLICY

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

1. Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publicize the procedure. Each school shall also set up a procedure so that parents/guardians of students may make written reports of acts of bullying.
2. Any school that receives an anonymous report from a student or a written report by a parent/guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

Investigation Procedures

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the respective Deputy Superintendent (elementary schools) or Superintendent (high schools).

Consequences/Intervention

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

St. James School Bullying Policy

St. James School adheres to the Diocesan Policy, and includes the following specifics. These are general guidelines that are ultimately evaluated by the principal for application thereof.

1. The first reported incident will be investigated and documented (see attached *Incident Report*) by the teacher.
 - a. The reprimand will be determined by the teacher.
 - b. Parents may be contacted; based on severity of the incident.
 - c. Consequences will only be discussed with the student's parents.
2. The second reported incident will be investigated and documented by the principal.
 - a. The reprimand will be determined by the teacher.
 - b. Parents will be contacted for the incident.
 - c. Consequences will only be discussed with the student's parents.
3. The third reported incident will be investigated and documented by the principal.
 - a. The parents and student will attend a conference with the principal.
 - b. Parents will provide proof that they are addressing the problem at home.
 - c. Student may be suspended.
 - d. Incidents will be reported to the superintendent's office.
 - i. This is a necessary step for processing an expulsion of a student.
4. The fourth reported incident will result in expulsion of the student.
5. St. James reserves the right to:
 - a. Determine whether or not an incident qualifies as bullying
 - b. Suspend a student after any incident, based on severity.
 - c. Determine how an off-campus incident will be addressed.

- i. Cyber-bullying, dances, sporting events, etc.
- 6. Physical violence
 - a. It is forbidden for students to hit, kick, push, etc. another student in a harmful manner at any time, including in self-defense.
 - i. Student(s) will be sent home that day and suspended from school the next day as well.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Title IX

St. James School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Child Abuse Laws

St. James School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Department of Children and Family Services.

Volunteer Requirements

All individuals who volunteer in the school must complete Virtus training and complete a background check. The school will keep a copy of the Virtus card on file for each person.

Currently, each family is required to participate in 2 volunteer activities: working three Bingo nights during the course of the school year (or paying \$100 per night not to work) and selling tickets during our annual cash raffle which begins before Thanksgiving and ends with the raffle drawing at Open House.

Home-School Communication

Your child is responsible for emptying the contents of his/her backpack and handing in any materials sent from home during the collection of morning mail. Official school-wide communications are sent electronically or if in paper form are usually sent with the youngest or only child.

In addition, weekly e-mail notices are generated on Thursdays in order to keep parents informed of ongoing events. Every family must provide the office with at least one e-mail address. Please check your e-mail daily.

In situations deemed to be of an urgent nature, the school will communicate via text to all families.

School Property

The parent or guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in any textbook is permitted. The student will pay a fine or the replacement cost for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Lockers

Each student in grades 4 – 8 is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are only allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside. Inside decorations may not be glued on, and the student may not write on the inside walls.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all financial accounts have been settled.** (See previous section on Student Records for transcript information.)

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's room is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Service Projects

The stewardship program for students in kindergarten through grade 8 is overseen by our campus ministry coordinator. The purpose of this program is to provide students with the opportunity to make a difference in our church and surrounding communities through various service programs. Each student has an opportunity to participate in pre-planned service projects throughout the year. Grades K through 8 will be organizing events directed towards helping other children and the sick and elderly of our community. Other projects are centered on collecting items for the hungry and homeless and serving meals to the same.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds.
- Close doors.
- Walk to the assigned place briskly, in single file at all times, and in silence.
- Stand in a column of two's, away from the building.
- Return to building when signal is given.

Crisis Plan

St. James School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep the children safe. In the event of such an emergency, circumstances permitting, the building will be locked down or evacuated and students will be moved to a secure designated location. As soon as physically possible, parents will be alerted of the crisis via text message or email. Every parent is required to provide at least one emergency number for this purpose on your Emergency Contact Form.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations. Please refer to Inclement Weather policy appended.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the lost and found area in the cafeteria. **Items placed in the lost and found remain there for 30 days. After 30 days, items are donated to charity.**

Medication

All medications require a completed medication authorization form signed by the doctor and parent/guardian.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school nurse in the container received from the pharmacy and must have on its label the following information:

- a) Child's name
- b) Name of doctor prescribing the child's medication
- c) Frequency
- d) Dose
- e) Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school nurse with the following information:

- a) Child's name
- b) Frequency
- c) Dose
- d) Date

Asthma Policy

St. James School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils.

Asthma Medication

All medications require a completed medication authorization form signed by the doctor and parent/guardian.

Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the pharmacy.

Record Keeping

All completed medication authorizations form, signed by the doctor and parent/guardian, are maintained in the nurse's office.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma.

Food Allergy Policy

St. James School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. James School will maintain a procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training

In order to minimize the incidence of life threatening allergic reactions, St. James School will provide training and education for all St. James School staff.

The training will be provided to teachers and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

Procedures for Life Threatening Allergy Issues

Notifications

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse by such means as functioning telephone.

All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the cafeteria, a “nut-free” table will be established and maintained as an option for students with peanut allergies.

School Field Trips

Protocols for field trips will include timely notification to the nurse.

Medications including an EpiPen must be sent on trips with the teacher.

Right to Amend

At any time, the school principal reserves the right to amend this Handbook. Notice of amendments will be sent to parents via a bulletin.

Mr. Lynch is in the process of reviewing the entire Parent/Student Handbook. Additional changes in policy will follow.

ATTACHMENTS

Phone List

Office for Education/Diocese of Bridgeport
Dr. Steven Cheeseman, Superintendent of Schools

scheeseman@diobpt.org (203) 416-1638

Website: (schools) <http://www.bridgeportdioceseschools.org/>

The Catholic Center

238 Jewett Avenue

Bridgeport, CT 06606

Phone: **203-416-1375 (general)**

Fax: 203-372-1961

St. James School

Jack E. Lynch, Principal

50 Harvey Place, Stratford, CT 06615-6345

Phone: 375-5994

Business Office: 203-380-1990

After School Direct Line: 203-381-9820

St. Preschool Extended Program: 203- 375-1367

Fax: 203-380-0749

E-mail: info.sjschool@gmail.com

Website: www.stjamesstratford.org

FED TAX ID: 300837347

St James Parish

2110 Main Street

Stratford, CT 06615

Phone: **203-375-5887**

Fax: 203-378-1562

Website: www.stjamesstratford.com

Holy Name of Jesus Parish

1950 Barnum Avenue

Stratford, CT 06614

Phone: **203- 375-5815**

Fax: 203-375-5954

E-mial: HNJesusStrfd@aol.com

St. Mark Parish

500 Wigwam Lane

Stratford, CT **06614**

Phone: 203-377-0444

Fax: 203-386-8071

website: www.stmarkstratford.org

SAFE ENVIORNMENTS OFFICE

Erin Neil

(203) 650-3265 / (203) 416-1406

email: eneil@diobpt.org

Monsignor Martin Ryan

Our Lady of Grace Parish

497 Second Hill Lane

Stratford, CT 06614

Phone: **203-377-0928**

Fax: 203-377-5235

E-mail: olgparish@aol.com

Website: <http://www.olgstratford.com>

Our Lady of Peace Parish

230 Park Boulevard

Stratford, CT 06615

Phone: **203-377-4863**

Fax: 203- 378-5253

Website: <http://www.ourladyofpeacestratfordct.4lpi.com>

Town of Stratford Central Office

Board of Education

1000 East Broadway

Stratford, CT 06615

Phone: **203-385-4209**

Pupil Services: **203-385-4225**

website: www.stratford.k12.ct.us

Durham School Bus Service:

Business Phone: 203-378-0147



Field Trip Consent Form

Please complete in full:

I/We, the parent(s)/guardian(s) of _____
(student's name-print)

request that the St. James School allow my/our son/daughter to participate on this school sponsored trip/activity described below:

We are going to: _____

The date and time of the trip is: _____

The educational purpose is: _____

The cost per student is (please include payment with form – checks payable to St. James): _____

Additional related information: _____

We hereby release and save harmless the Diocese of Bridgeport, St. James School, and any and all of its employees from any liability for any and all harm arising to my/our son/daughter as a result of this trip.

I/We understand that the trip will be supervised by members of the faculty. All school transportation will be on properly insured vehicles. No parent, guardian or other person may remove a child from a class trip. *All students who leave St. James on the bus must return to school on the bus.*

Parent/Legal Guardian: _____
(signature) (date)

Parent/Legal Guardian: _____
(signature) (date)

CHAPERONE REQUIREMENTS – Must be completed by any & all adult chaperones:

Chaperone Name: _____ Date: _____

I am eligible to chaperone a school trip as indicated below:

_____ I have submitted a background consent form to St. James School.
your initials

_____ I have attended “Protecting God’s Children” and submitted a copy of my Virtus Card to St. James.
your initials

Inclement Weather / Dismissal Policy

REGULAR SCHEDULE: St. James School Only

Doors Open: 7:30 a.m. Tardy (Parent must sign-in in office): 7:50 a.m.

Dismissal is at 2:10 p.m. After School Program operates on regular days from 2:10 p.m. to 5:30 p.m.

Preschool opens at 7:30 a.m. with dismissal options of 11:30 a.m., 2:10 p.m. or 5:30 p.m.

TUNE IN!

We recommend you tune into radio stations WICC-600 A.M., WEBE-108 FM, or WEZN-999.9 FM and Channel 3, 6 or 12 TV News. We will also post all schedule changes on our website as soon as we know.

SCHOOL CANCELLATIONS: Follow Stratford Schools

Please listen to local broadcasts, both TV and Radio, should the weather be questionable when you get up on a school morning. We follow the town of Stratford. If Stratford cancels school, so do we! Please listen carefully as many have confused the town of Stafford with the town of Stratford.

SCHOOL DELAY:

If we start late, the doors will open at 9:30 a.m. NO child may be dropped at school earlier than 9:30 a.m. All other grades begin at 9:50 a.m. Any student arriving after 9:50 a.m. must be signed-in tardy. There is no change to dismissal times. There is after school when we experience a delay.

PLANNED EARLY DISMISSAL: On regularly scheduled half days dismissal time is 11:25 a.m.

If a situation arises, which requires the town to call an unexpected early dismissal, we will dismiss at 11:25 a.m. In the case of early unplanned dismissal, we will send a text and phone alert to all parents. Bus service is still provided.

EMERGENCY DISMISSALS: We will follow the instructions that you provide us on the emergency form if ever such an event occurs. If you have registered your e-mail address with us, we will send out a notification of emergency dismissal via e-mail as well.

UNPLANNED/WEATHER-RELATED EARLY DISMISSAL: There is no after school program on these days.

EMERGENCY BROADCAST/PAGE SYSTEM: We will call and text you in an emergency situation or in the event of an unplanned early dismissal. The message will always identify St. James. *Please make sure that your personal contact information is correct in our database. Contact us immediately whenever your cell, phone or email address changes.*



We Are Family

1.

When someone is talking to you, look at them. When you look right at a relative, a teacher or a friend, they can really see that you are listening carefully.

2.

When you answer an adult, use words like “yes” or “no.” You never just nod your head at them.

3.

Always be polite and respectful when your classmates are sharing ideas. Listen to them the same way you want them to listen to you.

4.

Sometimes a classmate may bother you or make you feel badly. First try hard to solve your problem nicely. If that doesn't work, ask your teacher to help you. Your teacher is there to protect you.

5.

It's nice to win but don't brag about it. If you lose, be a good loser. Everyone wants to play with someone who does not brag and can be a happy loser.

6.

Be kind and hold the door for the person behind you. Always stop and hold the door for an adult.

7.

Don't share your germs! When you sneeze or cough, turn your head away from others. Cough into your elbow and then say "excuse me!"

8.

It is important to be grateful for anything you receive, so practice the "3 second rule." Always say "thank you" right away when you are given something. If you don't say "thank you," the item will be taken back.

9.

Move quietly in the hallways or around your classroom. Other students and teachers are working hard and you don't want to disturb them

10.

Walk in a nice straight line and keep some space between you and your classmates. Always face forward and remember not to talk.

11.

Always try to do *your* best because you want to be the best that you can be. Never ask for a reward. If you ask, it will not be given. When your teacher does give a reward, always say “thank you.”

12.

Flush the toilet and wash your hands after using the bathroom. The bathroom and your hands should be nice and clean when you finish!

13.

Clean up after yourself after snack or lunch. Always check the floor around you and clean up your space. You should do this no matter where you eat. No garbage should be left on the floor in any area of the school.

14.

Don't be selfish! When offered food or a treat, just take your fair share. Always leave enough for everyone else.

15.

When you bump into someone, say “excuse me.” When someone bumps into you, also say “excuse me” It's a nice way to tell someone you care about them.

TECHNOLOGY ACCEPTABLE USE POLICY

DIOCESE OF BRIDGEPORT, CONNECTICUT

4.300 Technology

POLICY

Approved: July 1, 2013

Revised: October 14, 2015

Students shall be instructed in the integration of technology in the curriculum with an understanding of the implications of technology in furthering the mission of the Church, in spreading the Gospel to all people, and as a tool of communication, analysis, and research.

The school must provide a network that shall allow for the availability of the Internet within the classroom. Each school shall educate students in the proper use of the Internet and shall provide appropriate supervision and monitoring of student use.

Each school shall include technology in its long-range strategic plan that provides for the integration of technology into the curriculum and for the purchase and maintenance of equipment. The plan must also provide for the depreciation and replacement costs of all equipment.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

All purchases of computers, tablets and related equipment must be approved by the Office of the Superintendent of Schools. All technology contracts must be approved by the superintendent.

It is impossible to control access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate on global information networks such as the Internet/Intranet. Such electronic information does not imply endorsement of the content by the school or the Office of Superintendent of School or the Diocese of Bridgeport nor of the use of such information by students and staff.

Due to the evolving nature of technology, the Office of the Superintendent reserves the right to amend or add to this policy at any time without notice.

Appropriate and reasonable measures should be taken by each school to ensure student's safety and privacy regarding technology, social media, and use of electronic devices.

4.301 Information Technology - Acceptable Use Policy

POLICY

Approved: July 1, 2013

Revised: October 14, 2015

Information Technology refers to the use of hardware, software, service, and supporting infrastructure to manage and deliver information using voices, data, and media. Hardware includes computers, data storage devices, networks and includes communication devices. Use of information technology is a

privilege that carries responsibility and behavioral expectations consistent with Catholic teachings as well as all school rules and policies including, but not limited to, those stated in the school's parent/student handbook.

Use of all available technologies by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school.

The logo, name, or mascot of the school may not be used or reproduced by any student without the permission of the principal. Violations of this policy shall be grounds for disciplinary actions up to and including expulsion.

Equipment:

All technology and communication tools purchased or provided by the school are considered school property intended for professional use only and subject to reasonable inspection. All use of technology and communication tools during school hours is likewise school property and subject to reasonable inspection for appropriateness.

The use of any electronic communication device during tests or assessments must be approved by the teacher or the principal where appropriate.

Digital Communication:

Improper use of digital communication includes engagement in social networking, emails, online blogs, text messaging, websites postings, or any postings that include defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Such comments can include, but are not limited to, those of a sexual nature, threats, defamation, slander, malign, bullying, harassment, or comments that embarrass or cause harm to members of the school community.

If a student's use of digital communication is contrary to Gospel values, endangers the safe environment of the school, or otherwise disrupts the school environment, the student may be subject to disciplinary action up to and including expulsion. This policy applies regardless of whether it occurs within or outside of school.

Prohibited Uses:

Each user shall abide by the generally accepted rules of etiquette and applicable school policies as well as comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices. The following include, but are not limited to, prohibited uses of technology or communication tools:

- Make unauthorized copies of software;
- Copy, change, read, or use files from another user without prior permission from that user;
- Gain unauthorized access to system programs or any school or student data;
- Disturb or harass other computer users;
- Use inappropriate language in communications;
- Install software or hardware or change the system configuration including network settings without prior consultation with Tech Support;
- Upload or download non-approved software;
- Carry defamatory, discriminatory, or obscene material;
- Infringe upon another person's intellectual property rights;
- Violate the terms of any applicable telecommunication license or any law governing trans-border

data flow;

- Attempt to penetrate computers or networks of any company or other system;
- Establish any official representation of the school (i.e., on an Internet/Intranet home page) without obtaining prior approval of the principal;
- Share personal information about themselves or others, including, but not limited to the following : their images, home addresses, personal email, telephone numbers, passwords, social security numbers, or credit card numbers; • Attempt to illicitly obtain or use passwords or screen names;
- Enter closed areas of the network, introduce computer viruses, commit acts of vandalism, and/or attempt to modify, harm, or destroy any data of another user; • Write or send abusive messages or those which contain vulgarities, violence, or threats;
- Bulk post to individuals or groups to overload the system; i.e. “spamming”; • Engage in online gambling or participate in fantasy sports teams; • Send chain letters or participate in pyramid schemes; or
- Use intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

Schools must obtain the written permission of a student's parent(s)/guardian(s) before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the Office of the Superintendent of Schools regarding the acceptable use of information technology. These forms are to be signed and kept on file in the school’s office.

Schools do not assume liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.

The universal principles provided for the safe use of technology are to be applied prudently and judiciously in the event an update has not occurred before an advance in technology.

4.302 Rights of Access and Review

POLICY

Approved: July 1, 2013

Revised: October 14, 2015

All material, including electronic mail, which is electronically stored on a school’s computer, is the property of the respective school.

The principal/president and the superintendent or his/her designee retains the right to access, review, edit, and delete all user files and any material stored on any system.

Catholic school administrators have the right to monitor student use of school computers and computer accessed content.

Official Diocesan Bullying Policy Attachment

3.310 Bullying

POLICY

Approved: July 1, 2013

Revised: October 14, 2015

Bullying is prohibited in all Catholic schools within the Diocese of Bridgeport.

Bullying is defined as the repeated use of unwanted, aggressive communication or behavior by one or more students to another student that:

- Causes physical or emotional harm to such student or damage to such student's property;
- Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for such student;
- Infringes on the rights of such student at school; or
- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or a physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions up to and including expulsion.

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions up to and including expulsion.

Clarification of terms:

- "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing communication between two or more individuals. EFFECTIVE DATE OCTOBER 14, 2015
- "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by Internet, cellular, fiber, wire, radio, electromagnetic, photo electronic, or photo-optical system.
- "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.
- "Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased

or used by the school.

- "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

PROCEDURE

Approved: July 1, 2013

Revised: October 14, 2015

School employees, students, and parents who become aware of any act of bullying must report the incident to the principal for further investigation. Schools shall set up a procedure for such reporting and publish the procedure in the schools parent/student handbook. Each school shall also set up a procedure so that parents of students may make written reports of acts of bullying. Reports should be submitted in a timely manner to ensure immediate action and clear recollection of facts.

Students may report acts of bullying anonymously.

Upon learning of the bullying incident, the principal shall immediately begin a thorough investigation. The investigation may include interviews with students, parent(s)/guardian(s), and school staff, review of school records, and identification of family issues.

If it is concluded that an act of bullying has occurred, the parent(s)/guardian(s) of the student who committed such acts and the parent(s)/guardian(s) of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident or the series of incidents, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to DCF or law enforcement if appropriate, and establishing a supervision plan with the parents.

Bullying incidents under investigation that may result in suspension or expulsion must be reported to the superintendent. The superintendent reserves the authority to make a final decision regarding expulsion.

Schools reserve the right to notify local law enforcement when appropriate.

St. James Tablet/Chromebook Policy

(Updated 3/17)

The policies, procedures and information within this document apply to all tablets used at St. James School. Other devices considered by the principal may come under this policy as well.

1. RECEIVING YOUR DEVICE

Tablet/Chromebook will be distributed during the first week of school. Parents and students must sign and return the Tablet/Chromebook Computer Protection Plan and Student Pledge documents before the device can be issued. Each student will be assigned a single device for use during the entire year. Devices will be issued each morning and returned to the charging station at the end of each day. The devices are not permitted to be taken home under any circumstances.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the teacher immediately.

General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords must be inserted carefully into the device.
- Devices must be turned off before placing them in the charging station.
- Do not place anything on the device that could put pressure on the screen.
- Clean screen with a soft, dry, or anti-static cloth.

Devices must remain free of any drawings, stickers, or labels that are not the property of St. James School.

3. USING YOUR DEVICE AT SCHOOL

- A. Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, except gym, unless specifically advised not to do so by their teacher.
- B. A loaner device may be issued to a student during a period of repair or re-order.
- C. Inappropriate media may not be used as a screensaver.
- D. Hard drive passwords are forbidden.

- E. Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes.
- F. Only approved apps may be installed on the device.

4. ACCEPTABLE USE

- A. Students will have access to all available forms of electronic media and communication which is in support education and research, and in support of the educational goals and objectives of St. James School.
- B. Students are only permitted to operate the device issued to them and they are responsible for their ethical and educational use.
- C. Access to the school's technology resources is a privilege, not a right.
- D. Transmission of any material that is in violation of any federal law is prohibited, including but not limited to trademark and copyrighted material, threatening or obscene material and computer viruses.
- E. Any attempt to alter data, the configuration of the computer, or the files of another user will be considered an act of vandalism and subject to disciplinary action.
- F. Students will always use appropriate language when communicating through email.
- G. Network usage is not confidential. All communications will be regarded as property of St. James School and may be monitored at any time to ensure appropriate use.
- H. Under no circumstances should devices be left in an unsupervised area.

5. EMAILS

- A. Once a student has received the device he/she will be assigned an email address.
- B. Email address and password must be kept private, only to be shared with the computer teacher.
- C. Email correspondence may only occur for educational purposes.
- D. Inappropriate language, photos, etc. will not be tolerated, and may lead to disciplinary action.
- E. Email correspondence will not be considered private property and may be viewed by a teacher without permission.

6. PROTECTION AND STORAGE

- A. Student devices will be labeled in a manner specified by the school. The device's serial number will correspond to that label. Students should memorize their label.
- B. Students will place their devices in their personal lockers during lunch. Lockers must be locked.
- C. At the end of the school day, the devices will be stored in a designated locker. The device must be plugged in to the charging station that corresponds to their label.

7. DEVICE DAMAGE

- A. Limited warranty insurance has been purchased that covers normal use, mechanical breakdown or faulty construction and will provide partial (50%) replacement cost of the devices. It also provides for partial (50%) replacement for damage caused by liquid spills, accidental drops, power surges and natural disasters.
- B. The insurance provider will not replace devices that have been intentionally misused, frequently damaged, lost or stolen. They will not replace a device that has absorbed a computer virus.
- C. All device problems must be reported immediately.
- D. Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police. A student making a false report will be subject to disciplinary action.

Tablet/Chromebook

I _____ (print name) have read the St. James Device Policy. I understand that I am financially responsible for replacing the device assigned to me if the damage or loss of the device is not covered by the warranty or insurance.

I understand that device use is part of the curriculum and will only be used for that purpose.

My device's serial number is: _____

Student Signature

Parent Signature



SUMMARY REPORT Incident(s) Student Behavior

<u>Student Name:</u>	<u>Teacher:</u>
<u>Date:</u>	<u>Time:</u>
<u>Describe what happened in detail:</u>	
<u>Teacher Intervention (s):</u>	
<u>Date(s):</u>	
<u>Have the Parents been contacted:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No How many times: _____ Dates:	
<u>Summary of Interventions:</u>	
<u>Principal Intervention:</u>	
<u>Outcomes/Next Steps:</u>	